

# Fire Officer II

## Variance Request Packet

The intent of this packet is to provide guidance to those persons requesting certification for Fire Officer II based on that person's prior experience, education, etc. in lieu of testing in a traditional manner. This packet, when completed, will serve as the supporting information to be presented to the Board of Firefighting Standards and Education "Board" for their review and approval, or denial.

This packet is to be completed by the applicant and submitted to the Certifications Section of the Indiana Department of Homeland Security at least 30 days prior to the upcoming regularly scheduled meeting of the Board. Any omitted or excluded information or documentation will automatically delay the request to the next regularly scheduled Board meeting.

### 655 IAC 1-2.1-9 Fire Officer II

Sec. 9. (a) The minimum training standards for Fire Officer II certification shall be as set out in that certain document, being titled as NFPA 1021, Standard for Fire Officer Professional Qualifications, Chapter 5, 2009, published by NFPA, Batterymarch Park, Quincy, Massachusetts 02269, which is hereby adopted by reference and made a part of this rule as if fully set out in this rule. To the extent that Chapter 5 requires compliance with another NFPA standard, such standard shall be that which is referred to in Chapter 2.

(b) The candidate shall be certified as a Fire Officer I.

**Prerequisites:** This certification has the following prerequisites:

☐ Do Have      ☐ Do not have      Fire Officer I

A copy of supporting documents such as the certificate or other compelling information is required to proceed with this packet.

**Variance Request Requirements:**

Candidates must have a minimum of 35 points in Education and Experience (10 of which must be in experience) to qualify for variance consideration. The candidate must clearly spell out why the degree that they have should count for the certification for which they are applying. Draw linkages between the degree and the certification. This must be provided in the applicants' statement below when describing the reason for the request."

**Education** (Check the highest level only)

- ☐ Doctorate or Masters Degree- 40 points
- ☐ Bachelors Degree- 30 points
- ☐ Associates Degree- 20 points
- ☐ Academic Certificate- 10 points
- ☐ Executive Fire Officer Certificate through the National Fire Academy- 30 points
- ☐ Any Fire Science degree- 10 additional points (above whatever degree is checked)

\_\_\_\_\_Total Education Points

**Experience** (My date of hire is:\_\_\_\_\_)

- ☐ 20 years and above- 2 points per year    Total\_\_\_\_\_
- ☐ 15 years to 19 years- 2 points per year    Total\_\_\_\_\_
- ☐ 10 years to 14 years- 2 points per year    Total\_\_\_\_\_
- ☐ 5 years to 9 years- 1 point per year        Total\_\_\_\_\_
- ☐ Less than 5 years- 1 point per year        Total\_\_\_\_\_

\_\_\_\_\_Total Experience Points

Please include, at a minimum, the following:

- ☐ -a letter of recommendation from your Supervisor or Fire Chief
- ☐ -a completed Fire Officer II Practical Skills Evaluation Check List.
- ☐ -copies of any and all transcripts for any degree that you claim above
- ☐ -copies or proof of any and all certifications that you claim above
- ☐ -a brief statement (less than 500 words) of your reason for this request

**Total Points:** \_\_\_\_\_ Education

\_\_\_\_\_ Experience

\_\_\_\_\_ Total Points (35 points required, 10 of which are from experience)

**State Certifications Section disposition:**

Reviewed by: \_\_\_\_\_

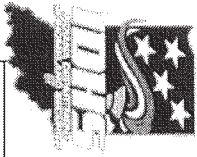
Recommendation:      Approve                                  Deny

Reason for denial:

**Board Action:**

Approve

Deny

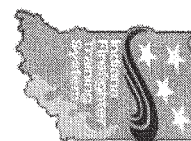


# **DIVISION OF TRAINING**

## **FIRE OFFICER II PRACTICAL SKILL EVALUATION CHECK SHEET**



Student Name (last, first, MI)				
Fire Department / Agency		Firefighter PSID Number		
Test Location		County		
		IDHS Course Number		
HUMAN RESOURCE MGMT	NFPA 1021, 2009 Edition, 5.2.1	Date	Pass / Fail	Evaluator Signature
ADMINISTRATION	NFPA 1021, 2009 Edition, 5.2.2			
	NFPA 1021, 2009 Edition, 5.2.3			
	NFPA 1021, 2009 Edition, 5.3.1			
	NFPA 1021, 2009 Edition, 5.4.1			
	NFPA 1021, 2009 Edition, 5.4.2			
	NFPA 1021, 2009 Edition, 5.4.3			
	NFPA 1021, 2009 Edition, 5.4.4			
	NFPA 1021, 2009 Edition, 5.4.5			
	NFPA 1021, 2009 Edition, 5.4.6			
	NFPA 1021, 2009 Edition, 5.6.3			
INSPECTION AND INVESTIGATION	NFPA 1021, 2009 Edition, 5.5.1			
EMERGENCY SERVICE	NFPA 1021, 2009 Edition, 5.6.1			
DELIVERY	NFPA 1021, 2009 Edition, 5.6.2			



# DIVISION OF TRAINING

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## FIRE OFFICER II PRACTICAL SKILL EVALUATION CHECK SHEET

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This check-off sheet is intended to be used as a record of a student's performance of each skill listed and its associated NFPA objective. This sheet will serve as the permanent record for the practical skills testing of the Fire Officer II. This sheet should be used for the evaluation of the student; however, the Evaluator should refer to the Evaluator handbook, and NFPA standards for additional guidance on the proper completion of the demonstrated skill. **REMEMBER:** A skill may not be evaluated by the instructor who taught that skill. **REPORT ANY ERRORS OR PROBLEMS TO THE IDHS CERTIFICATION SECTION 1-800-566-7784.**

# LEAD EVALUATOR CERTIFICATION OF SKILLS

I certify that the student identified on this form has successfully completed all practical skills listed. Falsification of this information may result in disciplinary action against the instructor or Evaluator by the Board of Fire Fighter Personnel Standards and Education.

Name	Signature
Certification Number	Date Signed

This document is intended to be used as a guide when applying for a variance with the IAC 655 Board of Personnel Firefighter Standards and Education. Individuals are encouraged to refer directly to the NFPA Standards for technical guidance in determining their completion of the requisite Job Performance Requirements (JPR's). What is contained here is a 'plain English' version of those requirements. Persons wishing to apply for a variance with the Board must clearly document how they have met all of the requirements described below.

## **Chapter 5 Fire Officer II**

**5.1.1 General Prerequisite Knowledge.** Persons seeking to obtain Fire Officer I are expected to extremely knowledgeable about many things related to the fire service including, the organization of local government; enabling and regulatory legislation and the law-making process at the local, state/provincial, and federal levels; and the functions of other bureaus, divisions, agencies, and organizations and their roles and responsibilities that relate to the fire service.

**5.2 Human Resource Management.** This duty involves evaluating member performance, according to the following job performance requirements.

**5.2.1 *Describe how through experience or training, you:*** Provide training and opportunities for members to develop so that the member may prepare for the next level of promotion

**5.2.2 *Describe how through experience or training, you:*** Conduct job performance evaluation of assigned members.

**5.2.3 *Describe how through experience or training, you:*** Recommend a professional development plan for a member of the organization.

### **5.3 Community and Government Relations.**

This duty involves dealing with inquiries of allied organizations in the community.

**5.3.1 *Describe how through experience or training, you:*** Identify a program to solve a specific problem and clearly explain the benefits to the organization of cooperating with allied organizations.

### **5.4 Administration.**

This duty involves preparing a project or divisional budget, news releases, and policy changes, according to the following job performance requirements.

**5.4.1 *Describe how through experience or training, you:*** Developed a policy or procedure so that it identifies a problem and proposes a solution.

**5.4.2 Describe how through experience or training, you:** Developed a project and/or divisional budget, so that all costs are determined and justified.

**5.4.3 Describe how through experience or training, you:** Prepared the process of purchasing, in order to ensure competitive bidding.

**5.4.4 Describe how through experience or training, you:** Prepared a news release so information is accurate and formatted correctly.

**5.4.5 Describe how through experience or training, you:** Prepared a concise report for a supervisor, regarding a specific trend and potential future actions for mitigation.

**5.4.6 Describe how through experience or training, you:** Developed a plan to accomplish change in the organization so that effective modification is implemented in a positive manner.

#### **5.5 Inspection and Investigation.**

This duty involves conducting fire investigations to determine origin and preliminary cause, according to the following job performance requirements.

**5.5.1 Describe how through experience or training, you:** Determined the point of origin and preliminary cause of a fire as it is related to arson.

#### **5.6 Emergency Service Delivery.**

This duty involves supervising multi-unit emergency operations, conducting pre-incident planning, and deploying assigned resources, according to the following job requirements.

**5.6.1 Describe how through experience or training, you:** Produced and implemented a Incident Action Plan (IAP).

**5.6.2 Describe how through experience or training, you:** Developed and conducted a multi-agency post-incident analysis.

**5.6.3 Describe how through experience or training, you:** Prepared a report forecasting needs assessment and demands for services.

#### **5.7 Health and Safety.**

This duty involves reviewing injury, accident, and health exposure reports, identifying unsafe work environments or behaviors, and taking approved action to prevent reoccurrence, according to the following job requirements.

**5.7.1 Describe how through experience or training, you:** Provided a report for review by a supervisor regarding an accident or injury which includes action taken and recommendations for future safety improvement.